

Create a Credit/Debit Adjustment

To create a credit/debit adjustment, complete the following steps:

1. From the **Deposit Processing** tab, select **View Deposits**. The *View Deposits* page displays.



Application Tip

To locate deposits, you can also select **Search Deposits**.

2. From the **Select Display** drop-down menu, select **My Deposits in Process**.
3. Select the **Voucher Number** for the deposit details you want to process. The *View Submitted Deposit* page displays, as shown in Figure 1.

Figure 1: Adjust Deposit

View Submitted Deposit
Review the details below and click **Reject**, **Adjust**, or **Confirm** to process the submitted deposit.

Deposit Information	
Voucher Type:	Foreign Currency Cash
Voucher #:	968120
Voucher Date:	07/30/2014
Fiscal Year:	2014
OTC Endpoint:	Lower Level 1
ALC:	00002099
Status:	SUBMITTED
Submitted Date / Time:	07/30/2014 11:34:54 AM ET
Submitted by:	dpa00001
Deposit Total (USE):	82.93

Foreign Currency Information	
Currency Code:	AUSTRALIAN DOLLAR
Foreign Currency Amount:	100.00
Client ID:	500021
Branch ID:	CENTRAL
Transaction ID:	001746379
Exchange Rate:	0.8293

Agency Information	
Agency Name:	Training Team Top Level -00002099
Agency Use (Block 6):	Test
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
TAS/Accounting Codes	Amount
1212	\$ 82.93

« Previous
Reject
Adjust
Confirm
View Voucher Event Log



Application Tip

Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** does not display any deposits.

4. Select **Adjust**. The *Step 1 of 2: Define Information for Deposit Adjustment* page displays as shown in Figure 2.

Figure 2: Adjusting a Deposit for U.S. Currency



Application Tip

The system displays the static informational message reading: **** Required if the Date of Deposit is not the same as the Voucher Date**, along with a corresponding **Deposit Comment** field marked with a double asterisk (**).



Application Tip

- You can only create adjustments for **US Currency** and **Foreign Currency Cash** deposits with **Submitted** or **Confirmed** status.
- The system sets the **date of deposit** equal to the **current system date** in a read-only text for U.S. and foreign currency deposits.
- Users can **adjust** and **confirm** the deposit on **weekends** and **holidays**.

5. Enter the adjustment information and select **Next**.
 - Select the CAN/ACCT Key (**CA\$HLINK II Account Number/Account Key**)
 - Enter the **Date of Deposit**

- Enter **Comments**, *if applicable and/or required (for example, explain why the date of the deposit is later than the voucher date to avoid a voucher delay fee.)*
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**
- Select **Debit** or **Credit** for **Adjustment Type**
- Enter the **Adjustment Amount**
- Select the **Adjustment Reason**
- Enter **Adjustment Comments**



Application Tips

- The **CCWU, 1 Day Deferred Amount, and 2 Day Deferred Amount** are for Federal Reserve Bank (FRB) deposits only.
- **Adjustment Comments** are required if the reason is **Other**.

6. The *Step 2 of 2: Review Information for Deposit Adjustment* page displays. Verify the information is correct and select **Submit**. Select **Edit**, to modify the adjustment information and review the information again.
7. A *Confirmation* page displays stating the deposit was adjusted.



Application Tip

When the **Submit** button is selected *on Step 2 of 2: Review Information for Deposit Adjustment* page, an **email notification** will be sent to the **deposit preparer, approver, and confirmer** to alert them that a **deposit adjustment has been created** by the financial institution.



Additional Buttons

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
- Select **Confirm** to confirm a deposit.
- Select **View Voucher Event Log** to view the history of the deposit voucher
- Select **Previous** to return to the previous page.
- Select **Return Home** to return to the OTCnet Home Page.
- Select **Reject** to reject a deposit.